

**PART 301-74—CONFERENCE PLANNING**

Sec.

- 301-74.8 Who has the authority to approve a conference lodging allowance for a Government sponsored conference?
- 301-74.9 Who has the authority to approve a conference lodging allowance for a non-Government sponsored conference?
- 301-74.11(a) When can we authorize light refreshments at a conference?
- 301-74.11(b) How do we pay for light refreshments at a conference?

**301-74.8 Who has the authority to approve a conference lodging allowance for a Government sponsored conference?**

Officials listed in *NTR, Chapter 301-2.5*

OFA Office Directors

Directors, All NWS Headquarters Offices

Directors, All NWS Regions

Director, NWS Training Center

Director, NWS National Data Buoy Center

Executive Director, OAR

Directors, Office of Oceanic and Atmospheric Research Laboratories, OAR

Director, National Sea Grant College Program, OAR

Director, National Undersea Research Program, OAR

Director, Office of Global Programs, OAR

Regional Administrators, NMFS

Science Directors, NMFS

Office Directors and Deputies, NMFS

Laboratory Directors, NMFS

Chief of Enforcement and Deputy, NMFS

**301-74.9 Who has the authority to approve a conference lodging allowance for a non-Government sponsored conference?**

The authorizing official who approved the travel order.

**301-74.11(a) When can we authorize light refreshments at a conference?**

Light refreshments can be authorized for conferences where at least 50% of the attendees are in a temporary duty status.

**301-74.11(b) How do we pay for light refreshments at a conference?**

Light refreshments can be procured by either the Citibank purchase card, or convenience checks, but cannot be purchased on the individual Citibank Government travel card. Please contact your servicing procurement office for further information on how to procure light refreshments for a conference.